

FY 1984 OFFICE-LEVEL OBJECTIVES

Reportable to the Director of Logistics  
at Biweekly Sessions

Information and Management Support Staff (IMSS)

- Work with management to key support growth to growth in requirements.



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Procurement Management Staff (PMS)

- Continue support to OL and Procurement teams.
- Reorganize Procurement Management structure.
- Continue responsiveness to increasing Agency acquisition requirements by establishing new decentralized procurement teams as necessary.
- Integrate CONIF with LIMS.
- Develop policy and resolve key issues affecting acquisition.

Security Staff (SS)

- Increase communications with contractors to instill greater security awareness.

Logistics Services Division (LSD)

- Improve the response time of the Architectural Design Staff.
  - Institute a program to have personnel in Agency buildings take more pride in their working area and buildings.
  - Publicize LSD's Interior Design Consultant.
  - Resolve problems associated with DCI portraits.
  - *CONTINUE TO IMPROVE THE PHYSICAL ENVIRONMENT AND QUALITY OF FOOD IN EDR.*
- Printing and Photography Division (P&PD)

- Develop a formal training program for Photography Branch.
- Evaluate the feasibility of making Foreign Standards Video-Tape Conversion available to the Agency.
- Conduct a P&PD Bindery Automation Study.
- Develop an automated Maintenance Program System for Division application.

FY 1984 DIRECTORATE-LEVEL OBJECTIVES

Reportable to the DDA at Quarterly Planning Conference

New Building Project Office (NBPO)

- Consolidate Agency Metropolitan Washington Area activities in the new Headquarters Building.
- Develop formalized "professionalism" program within OL for both blue and white-collar workers.

Information and Management Support Staff (IMSS)

- Develop and implement the Logistics Integrated Management System (LIMS).
- Establish overseas personal computer capabilities.

Personnel and Training Staff (P&TS)

- Strengthen and expand personnel management support in OL.

Procurement Management Staff (PMS)

- Convert General Provisions used in Agency contracts from DARS to FARS.

Logistics Services Division (LSD)

- This objective is in trouble. See milestones chart and PTR.*
- Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.
  - Complete implementation of a more effective Vehicle Dispatch Plan.
  - Implement the DDA's "Quality of Life" program.
  - Implement corrective action to customer surveys in LSD.

Printing and Photography Division (P&PD)

- Complete basic operational capability of the Digital Prepress System.
- Complete evaluation of the Quality Circle Program in P&PD and access application elsewhere in OL.
- Develop and implement NOMAD based P&PD Management Information System.

*Continuation of this objective questionable.*

Office: OL/LSD/M&CB

Objective Statement: Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.

O — Scheduled  
X — Actual

Responsible Officer:

Significant Funding Amount: \$ \_\_\_\_\_ FY 84

Quarter Ending: Second Quarter Ending 31 March 1984

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Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Read literature currently available pertaining to IBM Card Sorting Machines and automated scanners for codeword accountability.			X	X								
2. Determine feasibility of installing automated equipment in Mailroom, i.e., space requirement.						X						
3. Prepare cost estimate.								O				
4. If feasible, formulate plans for implementation.										O		
5. Installation.												O
<p><i>1. Equipment obsolete</i>  <i>2. Form management looking at new courier receipt system</i>  <i>3. Considering bar-code system</i></p> <p>WARNING NOTICE INTELLIGENCE SOURCES OR METHODS INVOLVED</p>												

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Office: OL/LSN  
 Objective Statement: Complete implementation of a more effective vehicle dispatch plan  
 Responsible Officer:   
 Significant Funding Amount: \$\_\_\_\_\_ FY 84  
 Quarter Ending: Second Quarter Ending 31 March 1984

O — Scheduled  
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop program to enter motor vehicle requests into an automated system (done)												
Prepare Motor Pool area for installation of computer equipment (done)												
Train Dispatchers in the use of system (done)	X											
Place system on line (done)		X										
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Office: OL/LSD  
 Objective Statement: Implement the DDA's Quality of Life Program at Headquarters Building  
 Responsible Officer:   
 Significant Funding Amount: \$ \_\_\_\_\_ FY \_\_\_\_\_  
 Quarter Ending: Second Quarter Ending 31 March 1984

O — Scheduled  
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Work with GSA and GSI to implement plans for upgrading the decor in the North and South Cafeterias.	0											0
2. In conjunction with GSA, FEB, and OMS implement plans for upgrading the appearance and facilities of the gym.	0											0
3. Work with GSA and OMS to upgrade the decor in the OMS office.	0											0
4. Continue to work with GSA to improve the appearance and safety of the ground floor.	0											0
5. Upgrade women's lounge areas.								0				
6. Repair tunnel.									0			
7. Upgrade appearance of Headquarters building:												
a. Paint floors 1, 2, 3, 4, 5, 6, and 7	0											0
b. Replace wallpaper in public areas	0											0
c. Build running track between perimeter fences										0		
d. Construct benches for grounds.											0	
e. Install canopies at S.E. and N.W. entrances.												0

NOTE: The Fine Arts Commission will be requested to coordinate as appropriate.

Att.

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Office: OL/LSD  
 Objective Statement: Implement corrective action to customer surveys in LSD.  
 Responsible Officer:   
 Significant Funding Amount: \$\_\_\_\_\_ FY 84\_\_\_\_  
 Quarter Ending: Second Quarter Ending 31 March 1984

O — Scheduled  
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Improve the response time in the Architectural Design Staff				0	0	0	0				0	
Publicize the Division's Interior Design Consultant	N		N									
Continue to work closely with GSA and to improve service to the Agency	0											0
Continue to improve the physical environment and quality of food and service in the EDR				0								0
Unclassified when separated from attachments												

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Office: OL/LSN/ADS  
 Objective Statement: Improve the Response Time in the Architectural Design Staff  
 Responsible Officer:   
 Significant Funding Amount: \$\_\_\_\_\_ FY 84  
 Quarter Ending: Second Quarter Ending 31 March 1984

O — Scheduled  
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Study the existing system for scheduling jobs, including:  Work assignments. Existing response time. Response time versus manpower.				n	0				0			
Use the PAC II for project scheduling and workload studies.					X							
Investigate using the GIMS system to track existing work orders within ADS.						n			0			
Contract selected projects with private architectural firms to reduce the backlog of work orders.							R					
Study the feasibility of creating an expeditor position to:  Site survey all project requests to clarify requirements. Verify funds. Verify client priority versus other requests from same component. Identify and complete small projects.										n		
WARNING NOTICE INTELLIGENCE SOURCES OR METHODS INVOLVED												

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Office: OL/LSD/IDC-FAC  
Objective Statement: Institute a program to have personnel in Agency buildings take more pride in their working areas and buildings  
Responsible Officer:   
Significant Funding Amount: \$ \_\_\_\_\_ FY 84  
Quarter Ending: Second Quarter Ending 31 March 1984

O — Scheduled  
X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Issuance of Headquarters Notice	N											
FAC designation of points to be addressed in poster program			N									
Theme posters displayed in buildings					0		0			0		
Revision of Design for Living in CIA								0				0
<p><i>waiting on HPO to publish posters</i> →</p> <p>Unclassified when separated from attachments</p>												

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Office: OL/LSD/IDC  
 Objective Statement: Publicize the Division's Interior Design Consultant  
 Responsible Officer:   
 Significant Funding Amount: \$  FY 84  
 Quarter Ending: Second Quarter Ending 31 March 1984

O — Scheduled  
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Distribute new <span style="border: 1px solid black; display: inline-block; width: 50px; height: 1.2em; vertical-align: middle;"></span> mentioning Interior Design Consultant (IDC)	0			0			0	<i>being printed</i>				
Publish Executive Furniture Catalog offering services of IDC			0	0			0					
Include slides of IDC at work in D/L slide file	N											
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Office: OL/LSN/IDC-FAC  
 Objective Statement: Resolve the problem of the DCI portraits  
 Responsible Officer:   
 Significant Funding Amount: \$\_\_\_\_\_ FY 84  
 Quarter Ending: Second Quarter Ending 31 March 1984

O — Scheduled  
 X — Actual

25X1

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Order for copying in oil of the McCone and Turner portraits		X										
Complete copying Turner portrait in oil				0	-----	-----						
Repaint Turner portrait								0	-----	-----		0
Reach decision regarding portraits of Helms and Smith					X							
Place order for Helms and Smith portraits if decision is affirmative						X						
Complete Helms portrait								0	-----	-----		0
Complete Smith portrait										0	-----	0
<div style="text-align: right;">Unclassified when separated from attachments</div>												

*Hellenkotter*

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